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Export Certification
Manual

Methods And Procedures

Export Certificate, Processed Plant Products, PPQ Form 578

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Introduction

The Export Certificate, Processed Plant Products (PPC), PPQ Form 578, is an accountable certificate used to certify specific, processed plant products for export. The PPC was created by PPQ to fill a void where no other USDA agency certification exists or could be adapted. No liability shall attach to the USDA or to any of its representatives with respect to this certificate. See [Figure 2-7-1](#) for an example of an FPC.



Inform exporters that a PPC is **not** an FPC and may not serve its intended purpose of facilitating the entry of the processed product. The PPC can be used for any processed product specified in EXCERPT regardless of the product's origin. Always specify the country of origin on PPQ Form 578 when the product originates from a foreign country. Treatments **cannot** be certified on PPQ Form 578.

The intended purpose of the PPC is to assist U.S. exporters whose shipments may be placed in jeopardy if such a document is not issued. The PPC may be issued only for those processed products specified in EXCERPT. Processed products are specified in EXCERPT when **PPQ Form 578** follows their listing. Authorized Certification Officials (ACO's) are responsible for holding in strict confidence the information in the PPC's and for maintaining an accountability system for them. Details about confidentiality, accountability, and the purpose of the PPC can be found under Export Certificates in the Glossary of this manual.

To clarify the preparation of the PPC, the form is divided into three parts:

- ◆ Heading

- ◆ Description of Consignment
- ◆ Name, Signature Block (this block has space for the officer's name and signature)

Heading

Description of Consignment

Name Signature Block

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0052. The time required to complete this information collection is estimated to average .03 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED
OMB NO. 0579-0052


UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		FOR OFFICIAL USE ONLY	
<p>EXPORT CERTIFICATE PROCESSED PLANT PRODUCTS</p>		<p>PLACE:</p> <p>DATE:</p> <p>NUMBER: P 340042</p>	
NAME AND ADDRESS OF EXPORTER		NAME AND ADDRESS OF CONSIGNEE	
MEANS OF CONVEYANCE		POINT OF ENTRY	
<p style="text-align: center;">DESCRIPTION OF CONSIGNMENT</p> <p>PRODUCT (Kind, Quantity, and Weight)</p> <p>IDENTIFICATION</p> <p>ORIGIN</p>			
<p>WARNING: Any alteration, forgery, or unauthorized use of this certificate is subject to civil penalties of up to \$250,000 (7 U.S.C. Section 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. Section 1001).</p> <p>This is to affirm that, based upon inspection of submitted samples and/or by virtue of processing received, the plant products described above are believed to be free from injurious plant pests.</p>			
		<p>NAME OF AUTHORIZED OFFICER</p> <p>SIGNATURE</p>	
<p>No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.</p> <p>PPQ FORM 578- SEP 2001 Previous edition dated FEB 2001 may be used.</p> <p style="text-align: right;">PART I SHIPPER'S ORIGINAL</p>			

FIGURE 2-7-1: Sample of Export Certificate, Processed Plant Products, PPQ Form 578

2-7-2

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The following give specific instructions, techniques, and examples on how to complete the PPC. Also included are general guidelines for completing, correcting, replacing, superseding, and voiding PPC's.

Heading

Block Titled "FOR OFFICIAL USE ONLY":

- ◆ **Place**—Enter the city and State of the issuing office. Enter complete names; do not abbreviate.
- ◆ **Date**—Enter the date when the certificate is issued. The date should be entered in the sequence of month-day-year. SPELL OUT the month (January 1, 1995). **Never** use numbers for months, and never abbreviate the year.
- ◆ **Number**—All PPC's are pre numbered to deter forgeries and to facilitate accountability. A certificate must be validated **only** by the work unit (issuing office) accountable for the certificate. **No additional number should be entered here.**

Block Titled "NAME AND ADDRESS OF EXPORTER":

Enter the complete name and address (street or P.O. Box, city, and State) of the exporter. The exporter's address must be in the United States. If it's impossible to be complete, minimally include the complete name, city, and State.



Never enter more than one exporter's name and address in this block.

Block Titled "NAME AND ADDRESS OF CONSIGNEE":

Enter the complete name and address of the consignee. The address must be in a foreign country. If it's impossible to be complete, minimally include the complete name, city, and country.



Never enter more than one consignee's name and address in this block.

Block Titled "MEANS OF CONVEYANCE":

Enter the airline or the name of the vessel. (For rail or truck shipments to Canada and Mexico, write the name of the railroad or truckline, if known.) Also acceptable is to write the vessel name and add "or

substitute.” If the name of the airline, vessel, railroad, or truckline is unknown, use “airfreight,” “ocean vessel,” “railroad,” or “truckline.” Show mail shipments as “airmail” or “surface mail.”

Block Titled “POINT OF ENTRY”:

Enter the port of entry (POE) declared by the exporter. Enter “unknown” if a specific POE is not designated by the exporter. Authorized Certification Officials (ACO’s) can enter multiple ports. Spell out names of cities.

Description of Consignment

Block Titled “PRODUCT (Kind, Quantity, and Weight)”:



Never enter or allow the entry of trade names, intended use, sizes, grades, or other commercial terms in this block. **No corrections** are permitted in this block.

Kind. Enter only a commodity that is specified in EXCERPT. **This certificate may not be issued for other commodities!**

Quantity. Enter the number and description of the shipping containers as declared by the exporter. For example, enter 11 wooden crates, 123 cardboard cartons, or 5 burlap bags. If it’s a bulk shipment, then enter “In Bulk.”

Weight. Ideally, show the declared weight in kilograms. If it’s impracticable to show the weight in kilograms, then enter pounds.

When the block is completed, line out any unused space.

Block Titled “IDENTIFICATION”:

Enter in this block whatever the exporter declares. For example, the exporter may enter the markings applied to sea containers, shipping containers, truck licenses, or rail cars. The marks entered in this block should parallel exactly those that occur on the commodity or its container. **Never** enter “As Addressed” or “As Marked.” **No corrections** are permitted in this block.

Block Titled “ORIGIN”:

Enter the origin as declared by the exporter. Spell out the name of State(s) and counties, or country.

Name, Signature Block

Line Titled "Name of Authorized Officer":

Type or print in the name of the Authorized Certification Official (ACO) who will sign the PPC. Do not add titles.

Line Titled "Signature":

Sign your name. Only Authorized Certification Officials (ACO's) can sign a PPC. Only one original signature is authorized. Do not sign multiple copies of a certificate. If the exporter needs additional "originals," have the exporter make copies. Then suggest that those copies be notarized by a Notary Public as true copies of the original.

Additional Declaration:

Do not make additional declarations on the PPC.

Do not make statements relating to superseded certificates on the PPC. (However, certificates may be rescinded or voided.)



If asked to certify freedom from animal diseases, refer the exporter to the PPQ Staff Veterinarian's Office. Letterhead statements are used to attest freedom from specific animal diseases. Such statements are not to be attached to the certificate. If asked to certify radiation levels, refer the exporter to the Technical Office for International Trade, U.S. Department of Agriculture, Building 1070, BARC-EAST, Beltsville, MD 20705. The telephone number of this facility is (301) 344-2845.

General Guidelines for Completing Certificates

Making Corrections:

Never make corrections in the following critical areas of the certificate:

- ◆ PRODUCT
- ◆ IDENTIFICATION

Corrections can be made in the noncritical blocks of the PPC. Authorized Certification Officials (ACO's) must use their best judgment on corrections and erasures. The intent is to prevent having to complete a new certificate because of a typographical error. Initial the correction(s). **Never** delete entire entries or use opaque correction fluid or correction tape.



All blank certificates prepaid by exporters are to be returned to the issuing office. Seven dollars (\$7) of the refund for returned certificates is retained by APHIS as an administrative fee. (See [Fees and Costs](#) ("Appendix A" on [page-A-1-1](#)) for directions on collecting user fees for issued certificates.) Exporters and brokers are prohibited from prepaying blank certificates at one location and forwarding them to another location for authentication. Therefore, never authenticate a certificate issued by another office.

Voiding a PPC:

Voided certificates must be documented in the issuing office's Export Certificate Record (ECR), APHIS 80-R. The voided original must be filed at the accountability point (issuing office). See [Appendix A, "Fees and Costs" on page-1-A-1](#), for directions for refunding or crediting voided certificates.



All voided certificates prepaid by exporters are to be returned to the issuing office, including those ruined in typing and preparation. Seven dollars (\$7) of the refund for returned certificates is retained by APHIS as an administrative fee.

Checking Legibility and Approved Language:

If a certificate is completed in longhand, all copies must be legible. Fill out the certificate in English, although you may use the Latin binomial names of products and plant pests.

Replacing a Lost Certificate:

If a certificate is lost and a new one is requested, then issue a new certificate with no AD. (See Table A-1-10 for the appropriate fee.)

Knowing When to Use Attachments:

Do not attach anything to the exporter's copies of the PPC unless there is insufficient space to list the quantity of the products, description of the packages, and like information. If space is lacking on the PPC for such information, list it on a separate sheet of paper and show the PPC number with the date of issuance. Check the list for accuracy, sign it, and attach a copy to the PPC.

Distribution

Distribute copies of the Export Certificate, Processed Plant Products (PPC) using [Table 2-7-1](#).

TABLE 2-7-1: Distributing Export Certificate, Processed Plant Products, PPQ Form 578

If the certificate's copy is:	Then:
Part 1—Shipper's Original (white w/ blue microprint background) or Part 2—Shipper's Copy (white)	GIVE the copies to the exporter, shipper, or broker, plus a foreign PC if present NOTE: Any special instructions for distributing the original and the exporter's copies will be in the export summary of the foreign country.
Part 3—Record Copy (white)	SEND the copy each week to your Contact Point Officer (CPO) for review.
Part 4—Issuing Office Copy (white)	FILE the copy at the issuing office and attach any pertinent information for that specific shipment

Maintenance

The issuing office will retain the Issuing Office Copy of PPQ Form 578 on file for 3 years, then destroy it by incineration or shredding.



Reference for Plant Inspection Stations and ports designated for export of protected plant material:

Consistent with existing requirements to retain CITES/ESA documents and associated paperwork for five years, it is recommended that **blue copies of PPC's issued for protected plant material be kept for 5 years.**

The certificates are pre numbered making it possible to maintain records in an exact numerical sequence.

